

April 14, 2015



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
April 14, 2015**

Members Present

<input checked="" type="checkbox"/>	Sam Crimm, Chairman
<input checked="" type="checkbox"/>	Dr. Don Daniel
<input checked="" type="checkbox"/>	Dr. Jim George
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Steve Worsham

Other Persons Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderson Sandy Lindeman
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

Regular Meeting Minutes

Visitors: Mike Rutherford (Kiwanis July 4th Airshow/Fireworks) and Chuck Armstrong (Public Comments).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the March 10, 2015 meeting were approved** with the following corrections. The Chairman and Treasurer will review and edit section 4 of the Treasurer's report regarding donor account expenditures.
- 3. Public comments** – Chuck Armstrong with XP Services announced that they had signed an agreement with Sarasota Avionics. XP Services will become an install center for Sarasota Avionics and a Garmin dealership. Benefits for the City will be increased sales

April 14, 2015

tax receipts and increased traffic and fuel sales for the Airport. He anticipated that initial employees to be hired are 6 to 8 people and could reach 50 over time. The Airport Authority gave permission for XP Services to place a sign on the lot of the future maintenance hangar to be used for this business. XP Services will begin avionics work soon in their existing hangar facilities.

4. **Treasurer's report** – Sharon Tinkler reported that she, Sam Crimm and Jon Glass met with Sue Wilson on the FY16 budget. Several new reserve line item accounts were established. Sharon Tinkler, Sam Crimm, Steve Worsham and Dr. Daniel are now authorized to sign checks for TAA accounts. **A motion was made and approved** to enact and charge an Airport access fee of \$5.00 per month for each aircraft that will be put into a separate Airport access fee line item account.

5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – Irrigation system will be turned back on later this month.

Parish/City/ Agreement – The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division and was not approved. The first phase of the multi phase rehabilitation project request at \$100,000 with 95/5 funding has been submitted to the Aeronautics Division and was not approved. A one phase \$98,000 project request for drainage repairs was submitted to the Aeronautics Division on 1/31/14. This project request was approved on 2/24/14. A \$150,000 request has been submitted to the City to extend the runway to 3,100 feet without TAD funding. The executed grant for the \$98,000 drainage project was received on 6/4/14.

Jody Baltz reported that the 9/27 extension was programmed for FY 16 and is waiting for final approval from BOMA in the January 2015 time frame.

FAA 20/1 Approach Clearing – The \$5,140 reimbursement has been received and the project will be closed out.

Tree Clearing Project – The tree clearing grant has a remaining balance of \$5,000.00. TAD will complete the 2015 Airport inspection in the next 6 weeks.

General Assembly HB1147/SB982 – It is pretty clear that the amendment to this bill will pass. A Task Force in the General Assembly is being set up to determine the effects it will have on GA Airports in the State. I recommend that we do not touch our NPE (\$150,000 per year) over the next several years and save it for an emergency. Starting in the next 90 days and over the next 4 years I see drastic cuts in State funding from TAD if other sources of

April 14, 2015

revenue are not found. Elimination of funding for terminals, equipment, hangars, fueling systems and landside improvements will probably start very soon. I believe the 95/5 funding will become 90/10 in the near future also. Within a few years I believe funding will only exist from TAD for primary runway and taxiway pavement repair. If the State maintenance contract program is also eliminated this will increase our annual operating cost by about \$9,500 per year. I recommend that we review our CIP list at the May meeting and list projects by priority.

Project #1 – The drainage improvement project on the closed South taxiway and striping work are the only open items. Minutes from the construction progress meeting are included for Board member review.

Project #2 – This project consists of taxiway B repair by crack and seat with an asphalt overlay and grade and site work for the maintenance hangar. The Work Authorization has been signed and PDC is working on the design for the project. Proposed schedule for the taxiway and maintenance hangar is included for Board member review.

Project #3 – This project consists of taxiway lighting for taxiway B and K. It will also include electrical improvements to taxiway F, Airfield signage and ODAL's for runway 6.

Project #4 – This project consists of the ramp expansion and maintenance hangar construction. The Work Authorization for Project #2 includes the ramp expansion design work. The \$225,000.00 amendment request was entered into Blackcat on 4/10/15 and will be on the agenda for the May TAC meeting. Project approval will require an \$11,250.00 local share.

Project #5 – This project will consist of 9/27 turf runway drainage improvements. Repair work is scheduled for June or July of 2015.

Vandy LifeFlight Ramp – Steve Upshaw visited the Airport 4/9/14. He will not support an emergency project request since Vandy could land on our ramp. He would like for us to examine milling out a few inches of concrete on the surface and repair the ramp. The repair work will be included with Project #1. I have asked Curl Construction to examine this repair method.

6/24 Striping and Marking – The \$100,500.00 project was entered into Blackcat on 4/10/15 and will be on the agenda for the May TAC meeting. Project approval will require a \$5,025.00 local share.

36 Threshold – The 36 threshold markings will be corrected either with project #1 or the 6/24 striping and marking project.

Hay Bids – Two bids were received from Jim Waters and Curl Construction and opened on 4/10/15. Water's submitted a bid of \$5.55 for a 4' by 6' bale and Curl Construction

April 14, 2015

submitted a bid of \$4.00. Both bidders submitted the proper Insurance certificates. **A motion was made and approved** to accept the bid from Jim Waters in the amount of \$5.55 per bale.

NW Area Environmental Review – St. John Engineering is working on a scaled down Environmental review of the NW area that is being funded by the City. The area being reviewed is less than 100 acres. It is near completion and the final plat has been submitted to the Planning Commission.

NW Airfield Utility Project – Water, sewer and gas line installation is complete. TUB has completed electrical work for the area. Survey work for the road layout is complete. Road work is scheduled to be bid in February with a June to July completion date for construction.

Cargo Aircraft – No new cargo aircraft operations since the last Board meeting.

FUEL SALES

Fuel sales for the month of March 2015 were 16,981.17 gallons. This is a 1,265.16 gallon decrease in the 18,246.33 gallons sold in March of 2014. I still consider it to be an outstanding month since we lost about 10 days of the month to weather. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/14 to 3/31/14 = 32,504.58

Fuel Sales 1/1/15 to 3/31/15 = 36,728.39

March 2015	AVGAS	AVGAS SS	Total
Gallons	3,310.27	4,066	7,376.27
Flow Fee	\$331.02	\$406.60	\$737.62
Pump Fee	\$1,655.13	\$1,016.50	\$2,671.63

March 2015	Jet Full Price	Jet Discount	Total
Gallons	1,837.4	7,767.5	9,604.9
Flow Fee	\$183.74	\$776.75	\$960.49
Truck Fee	\$183.74	\$776.75	\$960.49
Pump Fee	\$1,837.40	\$5,783.15	\$7,620.55

Total AVGAS & Jet Gallons = 16,981.17

Total Flow Fee = \$1,698.11

Total Jet Truck Fee = \$960.49

April 14, 2015

Total Pump Fee = \$10,292.18
 Total Part-Time Employment Cost = \$2,870.00
Jet Truck Fee Minus Rental = +\$360.49
Pump Fee Minus Employment Cost = +\$7,422.18

FUEL PRICES

4/7/15	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$3.54		\$3.53		\$3.98	\$4.38
AVGAS FS	\$3.79	\$3.99		\$3.90	\$4.09	\$4.58
Jet	\$3.79	\$3.69	\$3.68	\$4.20	\$3.92	\$3.59

Average AVGAS price - \$4.63 Average Jet price - \$4.44

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
March 2014	18,246.33
March 2013	5,790.57
March 2012	11,512.94
March 2011	4,943.4
March 2010	8,422.8
March 2009	5,594.5

March 2015 OPERATIONS

Single Engine Based	142
Multi Engine Based	40
Jet or Tuboprop Based	118
Single Engine Transient	84
Multi Engine Transient	12
Jet or Turboprop Transient	30
Military	12
Total	438

MAINTENANCE/NAVAID PROBLEMS

NDB – No problems or outages for January 2015. Smyrna Airport has agreed to give us their NDB at no charge. They have the same model that we do but it is about 15 years younger than our equipment. Elger Holland and Jimmy Chapman will go get it the following week.

April 14, 2015

VOR – FAA has sent out notices regarding the decommissioning of the VOR.

AWOS – No problems or outages for March 2015. FAA completed inspection on 4/7/15.

Veeder Root Fuel System – No problems or outages for March 2015.

RUNWAY AND TAXIWAY LIGHTS – We have had a problem with taxiway G lights. We believe water from the roof has got into the regulator. Baker's Electric has ordered parts for the regulator.

REILS AND PAPI – FAA did a flight check on runway 18/36 PAPI's. The 18 PAPI's were taken out of service due to trees. A NOTAM has been filed. FAA was notified to schedule a flight check on 3/27/13. FAA was notified again on 10/30/13 to schedule a flight check. PAPI's have been turned back on.

Runway 6 Windsock – The frame of the windsock has fallen off and is bent. The estimate for replacement parts is \$925.00. **A motion was made and approved** to purchase the repair parts for \$925.00 from Blueglobe and designate that Company as a sole source provider for windsock parts.

HANGAR RENT/INSURANCE

OVERDUE RENT – Jon Glass reported that he was unable to get to the Post Office on April 10 to check the mail. **A motion was made and approved** to waive the 10% late fee for the lease payments dated April 12 from McClure and Nunley.

EXPIRED INSURANCE CERTIFICATE –

OTHER – Jon Glass reported that numerous attempts had been made to repair and maintain the rocking chairs without success. **A motion was made and approved** to purchase new metal benches with a budget not to exceed \$1,500 from the former donor account.

AIRPORT MARKETING/PRESENTATIONS – Charter TV interview 4/9/15.

SUGGESTION BOX – No suggestions as of 4/7/14.

6. Old Business:

A. AOPA Regional Fly-In – Karla Smith covered the following on the AOPA Fly-In.

- Main goal is to continue to encourage local people to go to AOPA.org and register as a volunteer.
- If you are on Facebook please join the AOPA Tullahoma Facebook site.
- My meeting with Brian Caldwell with TAD during airport conference went very well. With his guidance I am working on a grant for some airport improvements before the fly-in.
- Met with local TDOT staff on additional signage.
- Met with local National Guard for lighting trees, cones ect, along with possible items for kid zone.

April 14, 2015

- AOPA is looking at late May or early June to come back to work on any insurance or other agreements.
- We have our own hashtag. #AOPATallahoma15
- I am finishing up my draft AOPA budget, will forward to Board when complete.
- Jon or I have been asked to speak to the noon Rotary on May 15 about the event.
- Working on AOPA presentation power point.
- Working with our local Coke distributor as drink supplier.

7. New Business:

- A. Kiwanis July 4th Airshow/Fireworks** – Mike Rutherford reported that holding the Fireworks at the High School football field was not their best option. Fundraising to hold the event at the Airport is underway. It is presently scheduled for Friday July 3rd. The Kiwanis Club will make a final decision on the location in late May. Fundraising levels will determine will the event will be held. Mr. Rutherford will keep the Airport Authority updated on the status of the event.
- B. Airport Insurance** – Sam Crimm reported that he met with Mayor Curlee and Jody Baltz regarding the Airport Liability Insurance policy and was satisfied with the coverage.
- C. Geese** – Sam Crimm reported the Federal Wildlife Agency could remove and relocate the geese from the Wal-Mart retaining ponds. Estimated cost for Geese removal is \$3,000 to \$3,500. **A motion was made and approved** to investigate the cost and process to remove the Geese.
- D. Employment Position** – Jon Glass reported that Gunnar Roepke had accepted a full time position and submitted his resignation to the Airport Authority effective April 30, 2015. An advertisement will run in the April 19, 2015 Tallahoma News for the job opening.

8. Alderperson Lindeman reported that the Airport Authority budget work session with the Board of Mayor and Aldermen would be held on April 27.

9. Meeting was adjourned at 6:33 pm.

Submitted on 4/16/2015

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting

April 14, 2015